

March 31, 2005

WEST VIRGINIA BULLETIN NO: WV250-5-5

SUBJECT: USDA Government Travel Card Regulation

Purpose: To make sure all employees are aware of USDA Departmental Regulation (DC) No. 2300-001 concerning the USDA travel card program.

Expiration Date: September 30, 2006

Action Required By: April 29, 2005

The purpose of this bulletin is to make all employees aware of the USDA Departmental Regulation (DR) No. 2300-001 prescribing the policies and procedures governing the USDA travel card program. The Departmental Regulation can be found at:

<http://www.ocio.usda.gov/directives/files/dr/DR2300-001.htm>

We must make sure all NRCS Bank of America (BOA) Travel Card Holders have read and understand the policy contained in DR No. 2300-001. In order to accomplish this, all BOA Travel Card Holders must complete the attached acknowledgement and acceptance statement included in this bulletin.

Please sign in **blue ink** and return the **original** acknowledgement and acceptance statement to Beth Bishop at the State Office. Please print your name below the signature of cardholder line. This acknowledgement and acceptance statement will be placed in your Official Personnel File.

If you have any questions, please contact Ronald Bricker, Budget Officer at (304) 284-7554.

/s/Larry W. Caldwell, Acting for
RONALD L. HILLIARD
Acting State Conservationist

Attachment

DIST: E

**THE DEPARTMENT OF AGRICULTURE (USDA)
GOVERNMENT TRAVEL CARD PROGRAM
ACKNOWLEDGMENT & ACCEPTANCE STATEMENT**

1. The Government Travel Card Program provides travelers with a means of financing their official travel expenses without obtaining costly travel advances or using their own funds. Only official Government expenses incurred as a result of temporary duty travel may be charged to the travel charge card. Expenses include meals, lodging, rental car, transportation tickets, and any other authorized travel related expenses. Travelers are expected to use the travel charge card whenever and wherever practical for all these expenses prior to the use of an automatic teller machine (ATM). ATM use requires supervisory approval and is available for limited cash advance amounts where use of the travel charge card is impractical.
2. Use of the travel charge card for any other purpose than official Government travel business is NOT AUTHORIZED and is considered misuse of the travel charge card program. Delinquency in payment of the monthly travel card billing or use of Non-Sufficient Fund checks for payment are considered travel card abuse. Card misuse and abuse may be subject to disciplinary actions under the appropriate agency and civilian personnel regulations.
3. The “*USDA Zero Tolerance Policy*” strictly prohibits the following use of the card:
 - a. Unauthorized charges not associated with official travel.
 - (1) Personal and family member use of the card is forbidden.
 - (2) Additional prohibited activities are listed in Section 7b (7).
 - b. Charges while not in an official travel status.
 - (1) Use of the card in the vicinity of the official duty station or residence is forbidden, unless used in connection with official travel.
 - (2) Cash withdrawals from an automated teller machine are also forbidden.
 - c. Shared use of the card with another employee for official travel purposes.
 - d. Account delinquency beyond a 30-day period.
 - e. Failure to use the card while on travel.
 - f. Failure to pay accounts with sufficient funds.
 - g. Failure to use Government issued voucher reimbursements to repay travel expenses.
 - h. Excessive cash advances not commensurate with official travel.

Cardholders should read and familiarize themselves with the contents of the bank’s Card Agreement, the USDA Travel Card Regulation 2300-001 (<http://www.ocio.usda.gov/directives/files/dr/DR2300-001.htm>) and agency specific policies regarding the use of the card. Questions concerning the card should be addressed to the local or primary travel card coordinator.

4. I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the Bank of America Card Agreement and to abide by the “*USDA Zero Tolerance Policy*.” I understand that failure to comply with the terms of the Bank of America Card Agreement and to abide by the “*USDA Zero Tolerance Policy*” may result in disciplinary action up to and including removal.

_____(SIGN/DATE)
SIGNATURE OF CARDHOLDER